



# HOH INDIAN TRIBE

P.O. Box 2196, Forks, WA 98331  
(360) 374-6582 • hohtribe-nsn.org

Darlene Hollum CHAIRWOMAN  
Maria Lopez VICE CHAIRWOMAN  
Tahnee Hudson SECRETARY  
Josephine Ward TREASURER  
Walter Ward-Bos V MEMBER  
Bernard Afterbuffalo Jr. MEMBER  
Cynthia Sheriff MEMBER

## Position Description

<b>Job Title</b>	Summer Food Program Cook
<b>Department</b>	Administration
<b>Reports to</b>	Health Clinic Director
<b>Status</b>	Full Time
<b>Salary Range</b>	\$18.00/hour
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

### Summary:

Prepares, seasons, and cook soups, meats, vegetables, desserts, and other foods for consumption by Hoh Children.

### Duties and Responsibilities The duties of this position include, but are not limited to:

- Become knowledgeable in the Summer Food Service Program
- Reads from menu and recipes to estimate food requirements
- Shop for supplies, store, label and date, rotate food
- Prepares food according to food safety requirements, and records temperatures of equipment and food at the time of service. Reinforces the practice of frequent hand-washing and takes steps to prevent cross contamination.
- Measures and mixes ingredients according to recipe, using a variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers, to prepare soups, salads, gravies, desserts sauces and casseroles.
- Bakes, roasts, broils or steams meats, fish, vegetables and other foods.
- Keeps accurate records of food used.
- Daily clean up, with a day of detailed cleaning once per week
- Reporting and Recording as needed
- Perform other duties as assigned by supervisor.

## **Skills and Specifications:**

- Experience in customer and volunteer services
- Strong skills in organization, time management, and English written and verbal communication
- Excellent professional etiquette, personal boundaries and ability to maintain confidentiality
- Flexible and the ability to multi-task
- **Must be able to pass a Tribal and/or Washington State Criminal background check**
- **Must be willing to submit to random Urinalysis**
- Full mobility Is required to carry-out the responsibility of this position
- Must adhere to the personnel policies and drug and alcohol polices.

## **Education and Qualifications:**

- Must obtain or have a Valid Washington State Driver's License
- High School Diploma or G.E.D. preferred
- WA state food handlers' card

## **Work Environment:**

- Requires some travel as needed using GSA vehicles
- Some of these duties may expose employee to outside weather conditions as needed

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*

*TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org).*

*Submit a complete application along with a cover letter and resume containing three professional work references.*

*If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.*

*Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org) via fax to 360-374-5426.*

*Or Application materials may also be mailed to the following address:*

*Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.*

*For more information, please contact the Human Resources (360) 374-7771.*